

9/3/2015

CITY OF FITCHBURG

JOB DESCRIPTION

TITLE: Head Motor Equipment Repairer (Mechanic) - Police Department

LOCATION: Fitchburg Police Department

SUPERVISOR: Deputy Police Chief or Designee

PAY RANGE: \$19.24 to \$20.56 per hour

UNION: Yes, Mass Laborers' District Council Local 39

HOURS: Fulltime Position - 40 hrs. /WEEK

CIVIL SERVICE: Yes

The responsibilities and duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

RESPONSIBILITIES:

Employee will perform maintenance and repairs on 54 – vehicle fleet of cars, light trucks, and motorcycles. Must be able to operate vehicle lift, electronic tire balancing machine, tire changer, pneumatic, electric, and hand tools. Must be able to operate cars and light trucks with manual transmissions to include pickup truck with plow. Must be able to utilize modern automotive diagnostic equipment to diagnose “check engine” lights, etc. Duties will primarily include tire changing, brake repair, installation / removal of tire chains but may include more complicated repairs on fleet vehicles such as engine / transmission repairs, tune ups, etc. Must be able to keep records on repairs made and perform timely maintenance on vehicles in fleet. Duties may include light janitorial and snow removal work in the absence of department custodian. Background/CORI check, pre-employment physical and drug screen required.

Requirements: Valid Massachusetts Class B, W/X – 2B, 3B Operator’s License.

Lifting required: Heavy to very heavy

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Fitchburg is an Equal Opportunity Employer (EOE)

9/3/2015

IN-HOUSE VACANCY

*******PLEASE POST THIS NOTICE*******

TITLE: Police department Mechanic

LOCATION: Fitchburg Police Department

PAY RANGE: \$19.24 to \$20.56 per hour

HOURS: Fulltime Position 40 HOURS PER WEEK

BARGAINING UNIT: Yes, Mass laborers' Council Local 39

CIVIL SERVICE: Yes

RESPONSIBILITIES/QUALIFICATIONS: See Attached Job Description

APPLICATIONS: City Application form available at:

Human Resources Office

Monday – Friday 8:30 am to 4:30 pm

166 Boulder Drive, suite 108 (Putnam Place)

POSTING: August 25, 2015 to September 11, 2015